

# CITY OF HOUSTON

## Job Posting

*Applications accepted from:*

ALL INTERESTED PERSONS

*Job Classification*

MANAGEMENT ANALYST II

*Posting Number*

PIN NO. 103364

*Department*

Housing and Community Development

*Division*

Finance and Administration

*Section*

Administrative Services

*Reporting Location*

601 Sawyer\* 4<sup>th</sup> Floor

*Workdays & Hours*

Monday-Friday, 8:00am–5:00pm\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Assist with the development and implementation of the administrative budget in the Housing and Community Development Department.
- Monitor and track administrative spending for Community Development Block Grant (CDBG), funds, HOME, HOPWA and the General Fund. Work closely with the department's Reconciliation Group researching and resolving any discrepancies in administrative fund use.
- Assist with the interpretation and implementation of basic rules, regulations, policies and procedures in daily department operations, as well as conduct necessary research and long-range planning studies on such matters.
- Prepare correspondence and reports for special projects requested by other City departments or executive staff involving financial/payroll documents personnel issues and staff services.
- Perform other duties and special projects as requested.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc., within an essentially normal office environment.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

**MINIMUM EXPERIENCE REQUIREMENTS**

Two years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job are required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

Good writing skills; good interpersonal skills; experience in Word, Excel and PowerPoint are preferred.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18  
\$1042 – \$1417 Biweekly      \$27,092 - \$36,842 Annually

**OPENING DATE**

March 9, 2005

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources TDD phone number is (713) 837-9496.

An Equal Opportunity Employer